NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING SUMMARY

June 6, 2014
9:00 AM - 1:00 PM
Jim West Regional Transit Center
Board Room

Below is a summary of the actions taken by the North Central Regional Transit District's Board of Directors on the above date. This is not an official transcript of the meeting.

CALL TO ORDER:

A regularly scheduled meeting of the North Central Regional Transit District's Board of Directors was called to order on the above date at 9:19 a.m.

ROLL CALL:

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	*Councilor Pete Sheehey*	
Rio Arriba County		*County Manager Tomas Campos*
Taos County	*Commissioner Daniel Barrone*	
Santa Fé County	*Commissioner Miguel Chavez*	
Nambé Pueblo	*Absent*	
Pojoaque Pueblo	*Absent*	
Ohkay Owingeh	*Absent*	
San Ildefonso Pueblo	*Lillian Garcia*	
Santa Clara Pueblo		*Mary Lou Valerio*
Tesuque Pueblo		*Sandra Maes*
City of Santa Fé		*Jon Bulthuis*
City of Española	*Councilor John Hernandez*	

Town of Edgewood	*Councilor Chuck Ring*	
Rio Metro (ex officio)	*Elizabeth Carter*	

Staff Members Present

Mr. Anthony J. Mortillaro, Executive Director
Ms. Glenda Aragon, Finance Director
Ms. Dalene Lucero, Executive Assistant
Ms. Stacey McGuire, Project and Grants Specialist
Mr. Jim Nagle, Public Information Officer
Mr. Michael Kelly, Transit and Facilities Operations Director
Mr. James Lujan, Customer Service Representative
Belen de Santiago, Transit Driver II

Others Present

Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Ms. Leticia Delgado, Constituent Services - Tom Udall's Office
Mr. Robert Griego, Planning Manager – Santa Fe County
Mr. Andrew Martinez, Rio Arriba County Planning and Zoning

APPROVAL OF AGENDA:

Councilor Sheehey recommended that the agenda be amended to reflect the adjustment of Item D to be moved to the end of the meeting.

Councilor Sheehey made a motion to approve the agenda as amended. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (9-0).

APPROVAL OF MINUTES – May 2, 2014

Councilor Ring made a motion to approve the minutes from May 2, 2014 as presented. Ms. Garcia seconded the motion and it passed by unanimous voice vote (9-0).

[Manager Campos entered the meeting at 9:26 a.m.]

PUBLIC COMMENTS:

Mr. Andrew Martinez thanked Mr. Mortillaro and Chairman Barrone for their presentation at the Rio Arriba Board of County Commissioners Meeting.

Furthermore, Mr. Martinez, requested that a bench or shelter be placed at the Chili's Bus Stop on the Riverside Route. He mentioned that currently there is a Walmart shopping cart in which people sit on to wait for the bus. He expressed that it is quite an embarrassment to the community and wishes to work with the City of Espanola and the NCRTD to resolve the issue.

Mr. Mortillaro stated that shelters are budgeted for annually. However, the District also needs to work with the property owner, the City of Espanola and DOT prior to placing a shelter or bench on the property.

PRESENTATION ITEMS:

A. Presentation of Above and Beyond and Safe Driver Awards

Mr. Mortillaro and Chairman Barrone presented Mr. James Lujan, Customer Services Representative with the Above and Beyond Award.

Mr. Lujan noted that it was very humbling to be recognized for his efforts.

Mr. Mortillaro and Chairman Barrone then presented Ms. Belen de Santiago, Driver with the Star Safe Driver Award.

Ms. De Santiago expressed that it felt good to know you are appreciated for your hard work.

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

B. Discussion and Consideration of Resolution 2014-09 Adopting Fiscal Year 2015 Final Budget

Ms. Aragon presented the final FY 2015 Budget. She went on to reference page fifteen (15) of the Board packet outlining the changes in regards to revenues and expenses. The overall difference between the preliminary budget and the final budget was an increase of $63,183 due to increased revenues and allocation of those funds to capital expenditures.

Ms. Aragon went on to mention that a resolution adopting the final FY 2015 Budget is required for submittal to Department of Finance and Administration by July 31, 2014.

Councilor Ring made a motion to approve Resolution 2014-09 as presented. Councilor Sheehey seconded the motion and it passed by unanimous voice vote (10-0).

C. Discussion and Consideration of Resolution 2014-10 Authorizing the submittal of applications for Federal funding for §5304, §5309, §5310 and §5311 in Federal fiscal year 2016

Ms. McGuire presented Resolution 2014-10 Authorizing the submittal of applications for Federal funding for §5304, §5309, §5310 and §5311 in Federal Fiscal Year 2016. She noted that the resolution is required authorizing staff to submit a letter of intent to NMDOT to file an application for Federal grants by July 3, 2014.

Commissioner Chavez commended Staff for their hard work.

Mr. Bulthuis made a motion to approve Resolution 2014-10 as presented. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (10-0).

D. Discussion and Consideration of Resolution No. 2014-11 Providing for the Adoption of the 2015 Compensation Plan and the Employee Performance Increase Schedule and Authorizing the Distribution of Salary Increases for Fiscal Year 2015 for Non-Collective Bargaining Positions

[This item was moved for discussion at the end of the meeting.]

Mr. Mortillaro stated that Resolution 2014-11 provides for acceptance of the Non Represented Employees Compensation Plan and a Performance Increase Matrix for distribution of the budgeted performance increase for fiscal year 2015. This compensation plan and resolution will only apply to those positions that are not covered by a Collective Bargaining Agreement (CBA). Salary increases for positions covered by the CBA will be addressed when the Union and District negotiate the CBA and ratification by the Union Employees and by the Board.

Mr. Mortillaro went on to reference the proposed 2015 Performance Increase Matrix, stating that the Performance Increase Matrix that was adopted in FY 2014 was the first time the District had created a system that provided for a performance increase differentiation for levels of performance that "meet expectations" and "exceeded expectations". The proposed 2015 Performance Increase Matrix provides for further differentiation for various performance levels.

Commissioner Chavez made a motion to approve Resolution 2014-11 as presented. Manager Campos seconded the motion ant it passed by unanimous voice vote (9-0).

E. Discussion and Consideration of Sustainability Committee Appointments

Mr. Kelly stated that In February, 2014, the Board adopted the Sustainability Plan. The plan calls for the establishment of a Sustainability Committee that would set goals, measurements and provide reports of progress on sustainability initiatives and goals to the Board. The Sustainability Committee Charter was approved by the Board on March 7, 2014. Staff recommended four (4) appointments during this time:

1. Pete Sheehey, Los Alamos County Councilor and NCRTD Board Member;
2. Collin Messer, Alternative Transportation Fuels Program Manager for the State of New Mexico's Energy, Minerals and Natural Resources Department, Energy Conservation and Management Division.
3. Mike Kelly, NCRTD Transit Operations and Facilities Director and lead author of the NCRTD Sustainability Plan;

4. Anthony J Mortillaro, Executive Director, as per the Sustainability Committee Charter, will be an ex-officio member of the committee.

Manager Campos made a motion to appoint the Sustainability members as presented. Councilor Ring seconded the motion and it passed by unanimous voice vote (10-0).

F. Discussion and Consideration of Resolution 2014-12 Adopting an Infrastructure Capital Improvement Plan (ICIP)

Ms. McGuire stated that Resolution 2014-12 was required for the annual submission of the ICIP and is representative of 5 years of the Capital Investment Plan presented to the Board and adopted with the Budget for FY 2015 by Resolution 2014-09.

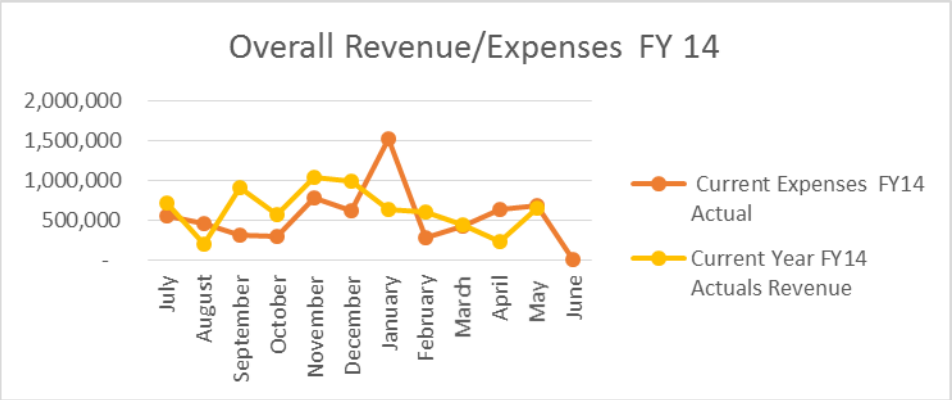
The projects and suggested order of priority for funding in FY2016 are as follows:

1. Fleet replacement
2. Maintenance Facility
3. Emergency Electrical Generator
4. PV panels and electrical conversion to power NCRTD facilities
5. Satellite Facility

Chairman Barrone made a motion to approve Resolution 2014-12 as presented. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (10-0).

DISCUSSION ITEMS:

G. Financial Report for May 2014:



H. Finance Subcommittee Report:

Mr. Mortillaro noted that the FY 2015 Final Budget and the Compensation Plan and Performance Matrix were the only items discussed at the meeting.

I. Tribal Subcommittee Report:

There was no report. However, Ms. Valerio indicated that there would be a meeting on July 1, 2014. She noted that any agenda items are encouraged for discussion.

J. Executive Report for May 2014 and Comments from the Executive Director:

1) **Executive Report**
2) **Performance Measures for April 2014**
3) **Ridership Report for April 2014**

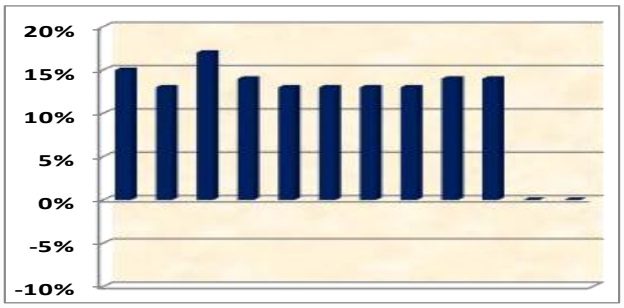
NCRTD Monthly Ridership Summary

April 1, 2014 through April 30, 2014

Calendar Operating Days

	This Year
Jul-13	21
Aug-13	22
Sep-13	20
Oct-13	22
Nov-13	18
Dec-13	21
Jan-14	21
Feb-14	20
Mar-14	21
Apr-14	22
May-14	
Jun-14	

Total Ridership YTD % Change



Monthly System Totals				Year to Date Totals			
	This Year	Last Year	% Change	This Year	Last Year	Difference	% Change
NCRTD Operated	19,804	17,465	**12%**	175,542	160,089	15,453	**9%**
NCRTD Funded	24,531	21,259	**13%**	262,437	216,692	45,745	**17%**
All Systems Funded Total	44,335	38,724	**13%**	437,979	376,781	61,198	**14%**

CLOSED SESSION

Manager Campos made a motion to move into closed session. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (10-0).

Closed session of the meeting pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding "collective bargaining" for the discussion of bargaining strategy preliminary to collective bargaining negotiations.

Closed session of the meeting pursuant to NMSA 1978, Section 10-151 (H) (2) limited personnel exception for the purposes of the performance evaluation of the Executive Director.

K. Reconvene in Open Session:

Manager Campos made a motion to reconvene into open session. Ms. Valerio seconded the motion and it passed by unanimous voice vote (9-0).

[Councilor Hernandez was no longer present.]

It was recommended that the Board proceed with the instructions provided in the closed session regarding Collective Bargaining and the Executive Director's performance review.

Councilor Sheehey made a motion to proceed with the instructions as directed in the closed session. Councilor Ring seconded the motion and it passed by unanimous voice vote (9-0).

L. Review and Acceptance of Goals and Objectives for Executive Director for the period of June 2014 to June 2015

It was then recommended that the Board move for acceptance of the Goals and Objectives for the Executive Director.

Mr. Bulthuis asked that the motion include the direction for Mr. Mortillaro to proceed to work with the NMTA.

Commissioner Chavez made a motion to accept the Goals and Objectives with the addition of the following: 1) Executive Director to explore a Youth and Transit Day Program, offering scholarships to High School Seniors within the District Service Area; and 2) The Executive Director is to continue to work with NMTA. Councilor Ring Seconded the motion and it passed by unanimous voice vote (9-0).

MATTERS FROM THE BOARD

MISCELLANEOUS

Mr. Campos stated that the Jicarilla Apache Nation has once again approached Rio Arriba County for interest in service to their area.

Mr. Mortillaro asked if Mr. Campos could provide him with the contact information for the Jicarilla Apache Nation so that he may discuss this with them.

Mr. Campos stated that he would provide the information to him.

ADJOURN

The meeting was adjourned at 12:49 p.m.

NEXT BOARD MEETING: July 11, 2014 at 9:00 a.m.